



Job Description: After School Teacher

1. Primary Role/Function:

1.1 Plans and carries out teaching activities designed to guide and facilitate the learning and development of each member of the After School Program by the Preschool (PS) ministries policies and curriculum guidelines of Kalihi Union Church Preschool & Kindergarten (KUCPK).

2. Job Responsibilities:

- 2.1 Assumes care, supervision, and guidance for all KUCPK After Care Program children.
- 2.2 Prepares and presents subject areas that may include one or more: social studies, art, music, movement, reading, science, storytime, and Bible lessons.
- 2.3 Observes and evaluate each child's growth and development in the program and report findings to the child's lead teacher.
- 2.4 Communicates with parents through oral, written, and HiMama app for sharing the child's development at home and in school.
- 2.5 Creates lesson plans revolving around STEM for multi-age classrooms.
- 2.6 Maintains a safe and orderly classroom environment.
- 2.7 Develops and maintains positive relationships with children and parents.
- 2.8 Encourages children to interact with each other to develop social skills.
- 2.9 Adheres to all health/safety and sanitation procedures and helps keep learning areas tidy and safe.
- 2.10 Provides a welcoming atmosphere and supports children with unique or individual needs.
- 2.11 Participates in faculty meetings, school and church activities, and professional development activities.
- 2.12 Strives to keep self-informed of the current trends in early childhood education by professional reading and participation in professional learning opportunities (credit courses and in-service workshops).
- 2.13 Works with the Preschool Director, fellow teachers, and aides to develop, integrate, and evaluate the total PS program.
- 2.14 Maintains required and pertinent records: attendance, health, etc., of assigned class.
- 2.15 Performs other similar duties as assigned by the Preschool Director.

3. Qualifications:

- 3.1 A mature believer committed to Jesus Christ as Lord and Savior.
- 3.2 Attends and is active in a local Bible-based church.
- 3.3 Knowledgeable in early childhood development, learning principles, activities, and practices.

- 3.4 Able to deal and speak effectively with young children, help plan and carry out relevant activities.
- 3.5 Understands and accepts the goal and basic educational philosophy of Kalihi Union Church Preschool as described in the KUC Preschool Staff Handbook.
- 3.6 Able and willing to work as a team member.
- 3.7 Experienced with STEM.
- 3.8 Education and Experience-Experience must be in an early care & education-related setting. A preschool teacher shall meet one of the following qualifications (minimum):
 - 3.8.1.1. Degree in early childhood or child development from an accredited college or university with six months of experience working with children.
 - 3.8.1.2. Bachelor's Degree (any field) from an accredited college or university with 12 credits in early childhood and child development and 6 months of experience working with children.
 - 3.8.1.3. Bachelor's Degree (elementary education) from an accredited college or university with six credits in early childhood and child development and six months of experience working with children.
 - 3.8.1.4. 60 credits in a degree program with a Certificate in Early Childhood (16 credits) and one year of supervised teaching experience.
 - 3.8.1.5. CDA (Child Development Associate Credential) with one year of supervised teaching experience.
- 3.9 Current First Aid and CPR Certification.
4. Valid food handling permit or willing to obtain one.
5. Successful completion of background check, fingerprinting, and drug test.
6. Supervision:
 - 6.1 4 .1. The Preschool Teacher will be under the supervision of the Preschool Director.
7. Miscellaneous:
 - 7.1 The Preschool Director will establish areas not covered in this job description.
 - 7.2 The Preschool Director will revise this job description in accordance.